

**FINANCE COMMITTEE  
MINUTES  
Tuesday, November 22, 2016  
City Hall, Room 207**

MEMBERS: Alders Tom De Wane, Tom Sladek, Joe Moore and Mark Steuer

OTHERS PRESENT: Dawn Foeller, Diana Ellenbecker, Rick Jensen, Lynn Boland, Kevin Vonck, Nancy Quirk, Chief Smith, Russ Schwandt, Melanie Falk, Ald. Dorff, Ald. Nennig, Ald. Zima and others

1. Roll Call. All present except for Ald. Tom DeWane.

2. Approval of the Agenda.

Motion to approve agenda made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

3. Approval of the minutes of the Finance Committee meeting of October 25, 2016.

Motion to approve agenda made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

4. Report of the Purchasing Manager:

Consideration with possible action, the request for approval to award a five year contract for Assessment Services to Forward Appraisal, Inc. for \$240,000 (\$48,000 per year) with options for two 1-year renewals by mutual consent.

Rick Jensen stated a proposal was received from the current vendor, Forward Appraisal. Forward Appraisal has been working with the Assessor's office over the last several years and has been doing very satisfactory work. This was the only bid received this year.

This service was bid out six years ago. Four bids were received at that time. Associated Appraisal Consultants elected not to bid this year as they would have had to hire a part time appraiser and the City did not have additional work to justify position. Tyler was another vendor that submitted a proposal last time, however Tyler was unable to see the project all the way through; not being able to perform all the services the City would need as they would cap the number of residential and commercial properties they would be able to complete. Tyler did not submit a bid this year.

The City Assessor's office is recommending the approval of this award to Forward Services. Once again, Forward Services has been working with the City for several years and has been meeting the needs of the City satisfactorily.

Motion to approve made by Ald. Tom Saldek; seconded by Ald. Mark Steuer.

5. Consideration with possible action, the request from the Excess Sales Tax sub-committee to report their recommendation of the \$1,000,000 allocated for Economic Development.

Dawn Foeller stated the final recommendation is enclosed in the packet of information.

Ald. Barb Dorff spoke on this issue. She stated the committee made a few changes as to allocation of funds and went over in some detail, the material enclosed in the packet, which is nicely outlined.

Motion to approve as presented made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

Motion to open floor for discussion made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

Ald. Guy Zima spoke as to the work the committee put into the fund allocation. Ald. Zima spoke as to what his definition of economic development was and how the City and our community would benefit from monies placed in certain organizations/facilities. He spoke as to the committee's initial recommendation being more on target and reasonable vs. the final recommendation and how it came about. He recommended the approval of the committee's initial 10/13/16 recommendation and not the final from 11/14/16.

Motion to advance to Common Council the recommendation made by the Excess Sales Tax Committee, both options, final and revised, as presented to Finance Committee made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

It is noted, the floor remains open on this issue.

Kathy Hartman, 2733 Artisian Way, Green Bay, WI. She stated she is on the Board for the Green Bay Botanical Gardens. She further stated she watched the video of the committee process that was conducted to make the recommendations. She observed the Green Bay Botanical Gardens was the first item addressed; there was a matrix and criteria established. She stated after the Botanical Gardens were addressed, she further observed the process changed after that and the committee never circled back to the Botanical Gardens. She mentioned a study done by St. Norbert College wherein it was calculated the Botanical Gardens would incur a \$6M projected annual impact for 2017 and a \$10M annual impact in 2020. With this information, she is of the opinion and belief that the Botanical Gardens definitely fits the criteria of an economic development nature and they definitely could benefit from the funding.

Robert Riordion, 2957 S. Tellmark Circle, Green Bay, WI. He is speaking on behalf of the National Railroad Museum. The goal of the National Railroad Museum is to raise at least half of the funds from outside the community. He recently was in Kansas City to work with other railroads to raise \$10M. As a national museum they want to ensure that there is funding contributions from across the country to help contribute to the museum's success. The response he received in Kansas City was positive; they believed the museum located in Green Bay was beyond iconic. They are looking for

community support from the City of Green Bay. Initially, they requested \$250,000. The amount allocated was \$16,250, which sent a message of no support from the City and spoke as an afterthought. Coming back with the \$41,250, an additional \$25,000, spoke stronger as to the City making more of a solid commitment. He was pleased with the increase, however would like to see it increased to \$50,000. For clarification purposes, the museum is located on Green Bay property; Ashwaubenon was not a community reached out to for funding because of the municipality to which it belongs.

Ald. Dorff spoke again as to the committee's diligent efforts put forth into making both the final and revised recommendations. Now, it is up to the Finance Committee and Common Council to decide what to do with the recommendations.

Motion to close the floor for discussion made by Ald. Steuer; seconded by Ald. Tom Sladek.

Motion to advance to Common Council both recommendations, as presented, made by Excess Sales Tax Committee made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

6. Consideration with possible action, the request by the excess sales tax sub-committee that the Finance Committee consider the proposal made by Bellin Hospital to purchase either faucet mounted filter devices or a pitcher with filtering capabilities as a stop-gap solution for lead in water at a proposed cost of \$260,000 from the allocation set aside for infrastructure.

This was brought forward to both Finance Committee and Protection and Welfare as Economic Development did not approve funds coming from excess sales. This was a recommendation from Mr. Hoyt. No one was present to speak to this issue further.

Motion to receive and place on file made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

7. Consideration with possible action on the City's notice of intent to withdraw as a member of the Cities and Villages Mutual Insurance Company as of January 1, 2018, with the right to rescind our notice at any time prior to September 6, 2017 per the consent of the CVMIC Board of Directors granted at their November 16, 2016 Board Meeting.

City Attorney, Vanessa Chavez, spoke on this issue. It came to her attention that the City had not gone out and evaluated other insurance companies. The law department found that by using this insurance company as the third party administrator, the department was actually processing claims which ultimately consumed a single employee's time. When reaching out to CVMIC, they offered to look into increasing their services that are provided to the City. This agreement was made for the City's protection if their services are not increased and therefore not satisfactory; the City can then choose to withdraw within the timeline stated without delaying another entire year.

Motion to approve made by Ald. Tom Sladek; approved by Ald. Mark Steuer.

8. Consideration, with possible action, the request by the City Attorney's Office to review and approve the report of the claims committee for August - October, 2016.

Regarding the review of damage claims filed against the city, the committee may convene in closed session pursuant to sec. 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Ald. Mark Steuer had a general question about the claims committee and how they come to determinations as to approvals/denials of claims.

City Attorney, Vanessa Chavez, explained that totality of circumstances are considered, including any negligence on complainant's part. She further stated that it is being looked into now as to the Claims Committee not being the ones making the recommendations for denial/approval. It is her opinion the insurance company/insurance adjustor is the one that can make the most informed decision as to approvals/denials with the City's settlement issues/amounts. Moving forward, the structure of the Claims Committee will be changed and therefore the way the results are reported will also change.

A general question was presented as to if there was a trip and fall, for example, due to a damaged city sidewalk, are those issues presented back to the appropriate department. Attorney Chavez stated that is a part of the process that works very well and assured the committee that all information is reported back to the department involved in order to get more information and/or make improvements.

Motion to approve made by Ald. Tom Sladek; approved by Ald. Mark Steuer.

9. Consideration with possible action, the request by Finance Director, to enter into an agreement with AirBNB to provide room tax collection services on behalf of the City to their clients.

Director Foeller stated they would like to retain AirBNB as a conduit for the City to collect room tax. She further stated that Interim Director Ellenbecker could provide more information on this issue as she was working with our law department.

Interim Director Ellenbecker spoke on this issue and as Director Foeller stated, they were working with the law department to enter into agreement with AirBNB. This is a prearranged agreement that was offered to other municipalities, as well. Other municipalities have been approached and are considering entering into agreement. The City is close to signing into agreement. This service would add the 10% room tax at the time of rental/booking on the site and thereafter turn those monies over to the City.

There was discussion as to room tax being broader than just within the city limits and why this is not falling within the room tax commission. Attorney Chavez stated she discovered the taxing authority falls upon the municipality. The service that AirBNB provides allows homeowners to set their own rental pricing.

Motion to approve made by Ald. Tom Sladek; approved by Ald. Mark Steuer.

#### 10. Report by the Finance Director

Interim Director Ellenbecker stated they are working on changes to the budget; waiting on information from the sanitary and storm sewers to get the finalized budget. They are also working on the tax roll preparation for the tax bills readied to be sent out the first or second week in December. She also stated the Clerk's office is working on finalizing election reporting which is mandated to be completed within 30 days after election; the Clerk's office has been putting in overtime to meet this reporting deadline.

Motion to receive and place on file made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

Motion to adjourn made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

2016 Contingency Fund  
\$58,000

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT [WWW.CI.GREEN-BAY.WI.US](http://WWW.CI.GREEN-BAY.WI.US).
- 2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.